

# **Recreational Trails Program**



## **FY 2007 Grant Application**

**Montana Fish, Wildlife & Parks  
Recreational Trails Program  
Parks Division  
1420 East Sixth Avenue  
P.O. Box 200701  
Helena, MT 59620**

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Name of Sponsor

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Name of Project

## **Application Format and Deadlines**

**Binder.** The application must be in a three-ring binder. Place the name of your organization and the name of your project on the outside cover and spine of the binder.

**Index.** The application must be divided with index tabs as follows:

1. Project Application Summary Sheet
2. Checklist
3. General Information
4. Project Description
5. Project Map
6. Project Cost Information
7. Environmental Assessment (MEPA/NEPA Checklist)
8. Public Comment
9. Noxious Weed Plan
10. Wildlife and Fisheries Review Forms
11. Meeting Minutes (if necessary)
12. Letters of Support

**Paper Size.** Use only 8 ½" X 11" paper stock. If submitting a map in a larger format, provide 14 copies of each such map with your application.

**One Sided.** Paper should have print on only one side. Do not include two-sided copies.

**No Staples.** There should be no staples in your application.

**Number of Copies.** Four copies of the application each in the prescribed format must be submitted to:

Montana Fish, Wildlife & Parks  
Recreational Trails Program  
Parks Division  
1420 6<sup>th</sup> Avenue  
P.O. Box 200701  
Helena, MT 59620

**Key Dates.** The following dates should be used as guidelines in the preparation of an RTP grant application.

**May 13, 2006** Project description & maps should be submitted to wildlife & fisheries biologists with Wildlife & Fisheries Review Forms.

**May 29, 2006** By this date, grants sponsors should have posted a legal ad in the newspaper to announce a 30-day public comment period. Sponsors should engage the public beyond the legal ad, through such things as news articles, public meetings, etc., but the legal ad is a minimum requirement to be eligible for an RTP grant.

**Application Date.** This date is an absolute deadline and is not negotiable.

**July 1, 2006**

Completed applications must be mailed to FWP. Postmarks after the July 1 deadline will not be accepted. No supplementary materials will be accepted after the July 1 deadline.

**Note:** Any applicant with an RTP grant approved prior to 2003, which has not yet been completed, is not eligible to apply for an FY 2007 grant.

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### **Parks Recreation Bureau**

The Parks Recreation Bureau administers five different outdoor recreation grant programs, including the Land & Water Conservation Fund, the Motor Boat Facility Program, Off Highway Vehicle Program, Recreation Trails Program, and Snowmobile Program. The Bureau also serves as consultant to FWP and other state and federal agencies regarding outdoor recreation issues. The Bureau produces a number of important statewide reports, including the Statewide Comprehensive Outdoor Recreation Plan, and the Montana State Trails Plan.

**Technical assistance:** Grant sponsors needing assistance with any aspect of a grant application should not hesitate to call for help. We are here to answer your questions and to give you advice on how to make your grant application more competitive.

**Bob Walker**

Trails Program Coordinator  
406-444-4585

**Steve Gilbert**

Non-Motorized Trails Specialist  
406-444-7642

## **FY 2007 Recreational Trails Program Summary Page**

Fill in this summary page completely. Your answers and explanations should be brief.

1. Project Sponsor \_\_\_\_\_  
Name of Agency, Organization, Club
  
2. Project Name \_\_\_\_\_  
Trail Name, Trail Number, or Project Title
  
3. Project Type \_\_\_\_\_  
Diversified, Non Motorized, Motorized
  
4. Land Ownership \_\_\_\_\_  
Private, Municipal, County, State, US Forest Service, BLM, etc.
  
5. Concise Project Description \_\_\_\_\_  
Examples: Trail renovation or construction, weed control, etc.
  
6. Grant Amount Requested \_\_\_\_\_  
See Guidelines, Application Limitations, for large (\$20,001 -- \$35,000) and smaller (\$1,000 -- \$20,000) project grants.
  
7. Sponsor Contribution \_\_\_\_\_  
Sum of sponsor funds and in-kind contributions, Part B, Table 2.
  
8. Total Project Cost \_\_\_\_\_

## Checklist

This checklist is to aid you in completing your RTP application. FWP will compare this checklist to your application to be sure you have included all of the necessary documentation and have provided four (4) copies of the completed application. Please check the appropriate items below as you complete preparation of your application and include this checklist with your application.

- \_\_\_\_\_ Completed and signed application form
- \_\_\_\_\_ Sponsor contact person's name, telephone number and address are included and legible
- \_\_\_\_\_ If project is on land not owned by the sponsor (private or public), include letters of support from the landowner and copies of 25-year leases or easements or letters authorizing access for the project if land is private.
- \_\_\_\_\_ Letters of support from trail user groups/individuals
- \_\_\_\_\_ MEPA NEPA Checklist compliance:
  - \_\_\_\_\_ Checklist must be dated within 2 years of application deadline
  - \_\_\_\_\_ Public Comment: Legal notice within 2 years of application deadline: how you scoped, for how long, public input received
  - \_\_\_\_\_ Alternatives considered and analyzed (3 minimum, more preferred)
  - \_\_\_\_\_ Discussion of why a particular alternative was selected
- \_\_\_\_\_ If a private organization, copy of minutes of meeting approving application
- \_\_\_\_\_ Wildlife Review Form signed and dated within 2 years of application deadline
- \_\_\_\_\_ Fisheries Review Form signed and dated within 2 years of application deadline
- \_\_\_\_\_ Map showing project area (a USGS 1:24,000 scale map at a minimum)
- \_\_\_\_\_ Noxious weed plan, if required
- \_\_\_\_\_ Provide four (4) completed copies of the application formatted as per directions
- \_\_\_\_\_ Name of organization and project appears on outside cover and spine of binder

## Part A. General Information

### 1. Classification of Project Applicant (Check one)

Government	Organization
<input type="checkbox"/> Federal	<input type="checkbox"/> Partnership
<input type="checkbox"/> State	<input type="checkbox"/> Incorporated Organization
<input type="checkbox"/> Municipality	<input type="checkbox"/> Other (Explain)
<input type="checkbox"/> County	
<input type="checkbox"/> Reservation	

2.

\_\_\_\_\_  
Name of Applicant (Agency, organization)

3.

\_\_\_\_\_  
Address

4.

\_\_\_\_\_  
Applicant Contact Person

\_\_\_\_\_  
Home Telephone    Work Telephone    FAX    E-mail

### 5. Classification of Land (Check one)

☐ Public Land    ☐ Private Land    ☐ Combination Public & Private

### 6. Project Location.

\_\_\_\_\_  
County

\_\_\_\_\_  
Township, Range, Section, ¼ Section

\_\_\_\_\_  
City, Town

\_\_\_\_\_  
National Forest

\_\_\_\_\_  
BLM Unit

7. Type of Project (Check all that apply).

- ☐ Maintenance/Grooming of trails
- ☐ Restoration of areas damaged by use
- ☐ Development of trail side and trail head facilities
- ☐ Acquisition (must be from willing seller)
- ☐ New trail construction
- ☐ Safety Education/Interpretation

8. Project Description. Describe the scope of work and what you intend to accomplish with this project. Limit your response to no more than 1,000 words. Additional information should include provisions for disabled access, user abilities served and range of abilities served, provisions for cultural and natural resource interpretation, provisions for safety information and education and unique attributes or features of this project that could serve as examples to other projects. Include maps (area and project specific maps, with a USGS 1:24,000 quad map (or more, if necessary to show entire project area). Identify on project specific map locations of structures, access points, trailheads and trailside facilities.

9. Intended Use (Check one).

- ☐ 1) Non-motorized single use (such as hike or horseback only)
- ☐ 2) Non-motorized diversified use (more than one non-motorized use)
- ☐ 3) Diversified Use for both motorized and non-motorized
- ☐ 4) Motorized single use (such as snowmobile or ATV only)
- ☐ 5) Motorized diversified use (more than one motorized use)

10. Trail use types that will benefit from this project

- |   |   |
|---|---|
| <input type="checkbox"/> Bicycle              | <input type="checkbox"/> Hiking/Jogging               |
| <input type="checkbox"/> Trail Motorcycle     | <input type="checkbox"/> Snowmobile                   |
| <input type="checkbox"/> Equestrian           | <input type="checkbox"/> Cross Country Skiing         |
| <input type="checkbox"/> All-Terrain Vehicle  | <input type="checkbox"/> Four Wheel Vehicles (trucks) |
| <input type="checkbox"/> Water Trail Activity | <input type="checkbox"/> Other (Canoe, Boat Trails)   |

Provide letters of support from user groups or organizations that support and plan to use the trail.

11. Does this project link homes with work places, schools, businesses, commercial areas, or benefit nearby homes, businesses, senior centers, youth centers, etc.

☐ Yes ☐ No

If yes, please briefly describe links.

12. Does this project link to or is it an integral part of any other existing trail, trail system, greenway, scenic byway; natural, cultural, historical, recreation or park areas?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, explain.

13. Public and volunteer assistance. Provide information about the level of public and volunteer assistance or non-traditional labor involved in project including public funding, private funds, fund donations, in-kind service, donated materials and labor.
14. Describe partnerships that have been or will be created to implement this project.
15. Will this project construct, maintain, rehabilitate facilities or provide benefits to person's with disabilities, senior citizens, or other challenged groups? If so, explain.
16. Who will operate and maintain this project when completed?
17. Does this project include or is it a part of a trail that provides cultural or natural resource interpretation, ethics, safety education or other information of benefit to trail users? If so, describe.
18. Will this project widen an existing trail? If so, describe the extent and locations of widening and the rationale for it. (This information should be provided by the land managing agency)
19. What impact will this project have on the current types of trail users? Are certain types of users likely to be adversely impacted or displaced by this project? (This should be completed by land managing agency).
20. Project Time Schedule. How long after grant agreement signing will project be initiated?  
Note: Project should be completed in two (2) years. Any applicant with an RTP grant approved prior to 2003 that has not yet completed that project is not eligible to apply for an FY 2007 grant.
21. Resource Protection and Enhancement. Please describe whether or not your project would protect and enhance natural resources, or consider avoidance of problem areas, or mitigation of unavoidable damage to the resources. Such activities might include rail-trail conversions, utility right-of-ways for trails, soil erosion control, and re-routes to avoid wet areas, highly erosive soils, or critical wildlife habitat.
22. Is any part of this trail currently under litigation in a court of law?

## Part B. Project Cost Information

Table 1. Financial Information.				
Category	Grant Request	Sponsor Funds	Value of In-Kind Contributions	Total Project Costs
Design and Engineering				
Labor				
Equipment Rental				
Construction Contracts				
Materials				
Purchase/Lease of Maintenance Equipment				
Operation of Maintenance Equipment				
Land Acquisition				
Total Project Costs				

**Important!** Identify amounts and sources of sponsor funds and in-kind contribution, including the value of volunteer labor.

**Be specific!** For labor, list the number of employees, salaries, # of hours and the weeks/months of year this grant will finance. For materials, list the quantities of materials and cost thereof. For rent or purchase/lease of equipment, list the items of equipment and cost per item.

## **Part C. Environmental Overview**

The Montana Environmental Policy Act (MEPA) and National Environmental Policy Act (NEPA) must be satisfied by the sponsor and land management agency involved in the project whether that project is on federal, state, county, city or private land. The official Montana Fish, Wildlife & Parks MEPA NEPA Checklist is the required format for satisfying MEPA and NEPA for the Recreational Trails Program. The following types of projects are exempted from completion of the FWP MEPA NEPA Checklist: ethics or safety education brochures, and portable exhibits and displays.

**Note:** Dated MEPA NEPA Checklists and biological review forms are good for two years. If the proposed project is exactly the same as last year's (no variations whatsoever), the MEPA NEPA Checklist and biological review forms from last year may be used with this application.

## **Part D. Noxious Weed Plan**

Please attach a noxious weed plan. Refer to grant application guidelines for details. No weed plan is need for ethics or safety education brochures, and portable exhibits and displays.

## **Part E. Wildlife And Fisheries Review**

Provide a copy of the Wildlife and Fisheries Review Form signed by federal or state wildlife and fisheries biologists or professional consulting biologists. Have your project description, maps, and other information with you at your meeting with the biologists. We strongly encourage grant applicants to have materials in to biologists by May 13, 2006. The reviewing biologist must date and sign the pertinent review form within 2 years of the project application deadline. Review forms with dates older than two years are not considered valid for the purposes of this grants program. Only the following types of projects are exempted from completion of these review forms: ethics or safety education brochures and portable exhibits and displays.

## **Part F. Public Comment**

Provide evidence of public comment through a legal notice in the nearest daily newspaper with widest circulation in the project area. Also, please describe the avenues made available for public input, and the length of the public comment period (dates). Only ethics or safety education brochures, and portable exhibits and displays are exempted from public comment.

## **Signatures**

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Typed Name and Title of Authorized Official

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Signature of Authorized Official

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Date